

**SUPERIOR COURT
OF CALIFORNIA**



**COUNTY OF
ALAMEDA**

JOB ANNOUNCEMENT

EOE/ADA*

*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929

**24 HOUR JOB
HOT LINE #**

(510) 208-3906

www.acgov.org/courts

COURT REPORTER

Possible locations include: Oakland, Alameda, Berkeley, Hayward, Fremont and Pleasanton Courts

SALARY RANGE: **\$2,396.25 to \$2,912.25 (Bi-Weekly + Benefits)**

FILING DEADLINE: **Friday, November 19, 2004**

FILING REQUIREMENTS: **Send completed application form to:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612**

The Superior Court of California, County of Alameda, is accepting applications for the position of Court Reporter. There are immediate job vacancies at the Rene C. Davidson Courthouse in Oakland. Under direction, stenotypes a verbatim record of court proceedings; reads notes as requested; prepares transcripts; and performs other related duties as required.

TYPICAL DUTIES:

1. Reports verbatim proceedings of all necessary judicial and court matters using stenographic equipment or computer-aided technology (CAT) with Realtime capability; read back all of the official court record upon request.
2. Meets transcription deadlines in accordance with California Rules of Court and Penal Code 869e and 1203.01 and in accordance with other applicable statutes as may be required; prepares certified transcripts as requested by judges, attorneys and the public in a timely manner.
3. Maintains an accurate record of daily proceedings; stores paper and electronic notes according to policy guidelines.
4. May provide secretarial support for the judge and type or prepare judicial documents, including judgments, decisions, and jury instructions upon request.
5. May provide court reporter services in all courtrooms throughout Alameda County when regularly assigned court is not in session or due to operational necessity.

MINIMUM QUALIFICATIONS:

Education:

Completion of a recognized training course in court reporting or an Associate's degree from an accredited college or university in court reporting.

And

Experience:

The equivalent of two years of experience recording testimony in court of record or legal environment.

KNOWLEDGE AND ABILITIES:

Knowledge of basic legal, medical and other terminology required for court proceedings; courtroom procedures and protocol; English usage, grammar, punctuation and spelling; transcript production procedures and practices; and personal CAT system.

Ability to write shorthand at a minimum of 200 words per minute with 97.5% accuracy; work independently; plan and organize work to meet statutory and non-statutory deadlines; prepare and deliver Court mandated and/or appeal transcripts and extensions within statutory timeframes, formatted in conformance with statutory requirements; establish and maintain effective working relationships with judges, staff, attorneys and the public.

PHYSICAL DEMANDS:

Requires sitting daily and continuously at keyboard and fine hand coordination. There is occasional lifting, pushing and carrying of objects up to 15 pounds. Requires walking, some bending, stooping and squatting. There is a continuous need for verbal comprehension and retention. Must be able to work long hours. Must be able to travel to other Court locations as required.

SPECIAL REQUIREMENTS:

Current Certification by the California Department of Consumers Affairs Certified Shorthand Reporters Board. Own and maintain appropriate equipment for transcription of court proceedings. A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

GENERAL INFORMATION:

This is a full-time, FLSA exempt, non-management position. Employment is contingent upon successful completion of fingerprint check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a six-month probationary period. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report. Benefits include medical and dental insurance for employee and dependents, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays, life insurance, employee assistance program and deferred compensation plan.

Distribution: All Court Employees, Bulletin Boards; HR State Trial Courts; ACOCRA Business Representative

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